

Procedures for Opening the Polls

1. One of the four (4) Inspectors will arrive with supply bag. **That inspector must be on time.**
2. Check the label on the supply bag with the tag on the voting machine to make sure they match.
3. Open the supply bag to remove the machine keys.
4. Open the front of the voting machine with the #3 key.
5. Remove the remaining 2 bags of supplies.
6. Snap curtains to inside of machine.
7. Plug in cord for the light. (In case of power failure the voting machine can still operate, the power is only needed for the light).
8. Remove the "sample voting machine" from inside the machine and place it on your table.
9. Check the voting machine face against the sample ballot to make sure they are the same.
10. Open the back of the voting machine with the #3 key. Verify that all dials are at zero. If you find a number on the back of the voting machine on one of dials, attach a note to the canvass sheet signed by all four inspectors.
11. Make sure the dateline is on the paper roll.
12. If the voting machine is Handicapped Accessible remove the crank from the upper left hand corner of the paper roll compartment. Lock up the back of the voting machine with the #3 key.
13. Complete the "OPENING OF THE POLLS SECTION" on the canvass sheet and have all four (4) inspectors sign it.
14. Post the "DISTANCE MARKER" sign 100 feet from the entrance to the building.
15. Display the flag.



Number 3 key in front of machine